



### Special Interest Articles:

- Payroll and RTI.
- Marketing – the future for your school.

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## PAYROLL AND RTI

HMRC announced RTI – Real Time Information in 2011. It's the biggest change to PAYE since 1944.

All i-Schools Payroll users went live in April 2013 and no problems reported.

RTI reduces the work on the Year end by removing P14/P35 reporting as data is gathered at the end of each payroll process. P60's however still must be produced for all

employees.

The latest version of the i-Schools Payroll module has updates which incorporate amendments to employees if changes are required after the Full Payment Submission – FPS and before the next payroll period.

After each submission HMRC issue a confirmation e-mail with a unique identifier for the process. We suggest that

this e-mail be printed and kept with each payroll period as part of the audit trail.

If you need further information contact us on [support@ischools.org.uk](mailto:support@ischools.org.uk)

## MARKETING – THE FUTURE

The future brings new independent school marketing tactics and higher parental demands.

Independent schools' marketing has to change radically to reflect this driving force. Increased marketing activity from free schools means it is even more important for each independent school to have a very clear statement about its principles and points of differentiation.

The coffee table prospectus has

disappeared, being replaced by downloadable prospectuses, DVD guides and virtual visits and webcams in most lessons.

Current parents are also a target for marketing activities that seek to boost customer loyalty and keep the incidence of mixing and matching down. This means inclusive event management, regularly updated online report cards and web-based parent-teacher forums.

This focus on current parents has the added advantage of making it more likely that parents act as ambassadors, recommending the school to friends, neighbours and colleagues.

Every school has different opportunities to take and different threats to manage. Now is the time to review marketing activities to ensure the future.

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*Pension reforms -  
October 2012.*

## Pension reforms

A workplace pension is a way of saving for your staffs' retirement arranged through your school. It is sometimes called a 'company pension', an 'occupational pension' or a 'works pension'.

Starting from October 2012, employers will enrol workers into a workplace pension, if they meet certain criteria. Employers and the government will also contribute.

Enrollment depends on the size of the school but the government is encouraging employers to start soon after October 2012. Starting in April 2013 is a good time as it coincides with the Payroll year.

Workplace pensions belong to each employee even if they leave the school in the future.

Being in a workplace pension is an important step towards a better lifestyle for employees' later in life.

Click on this link for further details.

<http://www.direct.gov.uk/en/Pensionsandretirementplanning/Companyandpersonalpensions/WorkplacePensions>



## Pupil Registration

The pupil registration regulations govern the admissions and attendance registers that all schools must keep.

By law, schools are required to record in the attendance register - once at the beginning of the morning session and once in the afternoon - whether the pupil is present, absent, engaged in an approved, supervised educational

activity off-site, or unable to attend due to exceptional circumstances

If a compulsory school-age pupil is absent, the register must show whether the absence is authorised or unauthorised. It must also record the nature of any approved, supervised educational activities.

In September 2010 an amendment was introduced to capture circumstances where a local or national emergency has resulted in widespread disruption to travel that has prevented the pupil from attending school.

i-Schools incorporates all of the above including entry from Smartphone devices.



## i-Schools Technical Tips

### **End of academic year archive.**

If you have been using i-Schools for more than 5 years now is the time to use the Archive facility to store old data.

**End of financial year.** If your year end falls during the summer break, then

after the final close, review nominal codes for additions and deletions.

### **Starters and Leavers.**

Use the Pupils Move facility to quickly move leavers into ex-pupils, current pupils up one year

and new starters from the registrations database.

For further details and help on these topics contact us at:

[support@ischools.org.uk](mailto:support@ischools.org.uk)